



CITY OF ATLANTA

Job Announcement

ADMINISTRATIVE ANALYST, SENIOR

STARTING SALARY: \$41,846

SALARY GRADE: 21

Applications Accepted From: May 16, 2005 until May 19, 2005

Minimum Job Requirements

Persons applying must have Administration, Accounting, Finance or related field; and three years of professional budget, financial, records systems and/or procedure analysis, or related administrative experience; or any equivalent combination of education, training, and experience.

Duties of the Job

The purpose of this job is to perform difficult management and financial analysis for the purpose of improving City operations and management systems for an assigned department. Duties include, but are not limited to: conducting productivity studies and operational reviews of City operations for efficiency; compiling and presenting final reports of findings and recommendations for improvement to the appropriate department or parties; performing special financial or management projects; preparing productivity information and workload evaluations; responding to public inquiries concerning City operations and productivity; interacting with line staff, managers and supervisors when conducting studies, surveys or audits; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.